

Lois Ann Day, Director

Authorized Signature**Number:** CW-IM-12-008**Issue Date:** 06/15/2012**Topic:** Protective Services**Subject:** Criminal history check documentation**Applies to (check all that apply):**

- | | |
|--|---|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Children, Adults and Families | <input type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers | <input checked="" type="checkbox"/> Other (please specify): Child Welfare |

Message:**WHAT:**

Effective immediately, when screening a report of child abuse or completing a CPS assessment, Screeners and CPS workers are required to document the following in the Criminal History section of the screening report for screeners and the Assessment Activities section of the CPS assessment for CPS workers:

- (1) the date a criminal history check was completed,
- (2) the name of on any individual a check was completed on,
- (3) the type of check completed (OJIN, LEDS, etc.),
 - * *Remember you must run a LEDS check on all safety service providers*
- (4) the substantive results of the check, including that no history was found.

The Screener or CPS worker documents the completion of the check regardless of who requested or ran the check (LEDS operator, for example).

WHY:

A recent audit revealed that this documentation was lacking in many CPS assessments.

If you have any questions about this information, contact:

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